

**ORDINARY MEETING****27 JANUARY 2021****16**

## WORK HEALTH AND SAFETY POLICY

W Connors | 65/9/1-01 | #6562929

**RECOMMENDATION:****That Council adopts the Work Health and Safety Policy.****EXECUTIVE SUMMARY:**

This policy defines Council's commitment to the workplace health, safety and wellbeing of all workers including employees, Councillors, contractors, labour hire employees, apprentices or trainees, work experience students, volunteers, and visitors.

**COMMENT:**

The current version of the Work Health and Safety Policy has been reviewed and modified to incorporate requirements of the National self-insurer OHS management system audit tool and Australian Standard ISO 45001:2018 Occupational health and safety management systems- Requirements with guidance for use.

Changes to the current policy include:

- Strengthening Council's commitment to comply with and fulfil all health and safety legal requirements
- Updating Council's commitment to eliminating hazards and reducing health and safety risks
- A commitment to continually improving the safety management system and health and safety performance through setting annual targets and objectives
- A commitment to dissemination of health and safety information to all workers and visitors

**OPTIONS:****Option 1 (Recommended):**

That Council adopts the Work Health and Safety Policy.

Or

**Option 2:**

That Council does not adopt the Work Health and Safety Policy and proposes amendments to the policy.

**ATTACHMENTS:**

Work Health and Safety Policy [LIVE-#492736-Work Health & Safety General Policy](#)

A handwritten signature in black ink, appearing to be 'Wayne Connors', written in a cursive style.

Wayne Connors  
Manager Workplace Health & Safety

A handwritten signature in black ink, appearing to be 'Rebecca Jones', written in a cursive style.

Rebecca Jones  
Acting General Manager Human Resources & Organisational Change

**NEW POLICY FOR CONSIDERATION:****CAIRNS REGIONAL COUNCIL****General Policy****WORK HEALTH & SAFETY POLICY**

- Intent** To establish and describe Council's commitment to work health, safety and wellbeing in support of our first core principle: 'home safe and well today, and everyday'.
- Scope** This policy applies to all workers, including employees, Councillors, contractors, labour hire employees, apprentices or trainees, work experience students, volunteers, and visitors.

**PROVISIONS**

Council is committed to ensuring the health, safety and wellbeing of our workers by providing safe and healthy working conditions for the prevention of work-related injuries and ill health.

Council understands and acknowledges that the health, safety and wellbeing of our workers is our number one priority, and that our workers are valued and empowered to contribute to a safety culture where they can speak up and intervene if they observe unsafe acts, situations, plant or equipment within our workplaces.

To achieve our goal of 'home safe and well today, and everyday' for our workers, Council will:

- Comply with all relevant health and safety legislation and other requirements.
- Apply a thorough risk management process designed to eliminate or significantly minimise identified hazards and implement controls to reduce the risk of injury or illness.
- Demonstrate safety leadership through individual accountability and responsibility for hazard identification and active participation and engagement in safety conversations to build and sustain a robust safety culture.
- Provide relevant and appropriate health and safety training and development to all workers.
- Annually set performance targets and objectives to measure, assess, review and continuously improve our safety management systems and performance to make the workplace as safe as possible.
- Consult and communicate with workers, health and safety representatives and other relevant stakeholders to ensure their views and input relating to health and safety are considered.
- Disseminate health and safety information to all workers and visitors to the workplace.

Safety is the responsibility of every person and requires the cooperation and participation of everyone in developing and maintaining the highest standard to ensure that health and safety forms an integral part of our daily operations.

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**This policy is to remain in force until otherwise determined by Council.**

**General Manager Responsible for Review:            Human Resources & Organisational Change**

**ORIGINALLY ADOPTED: 24/10/2002**


**CURRENT ADOPTION: 27/01/2021**

**DUE FOR REVISION: 27/01/2025**

**REVOKED/SUPERSEDED**

**Christine Posgate  
Acting Chief Executive Officer**

## CURRENT POLICY WITH TRACK CHANGES:

CAIRNS REGIONAL COUNCIL → 

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General Policy

**WORK HEALTH & SAFETY POLICY**

**Intent** → ~~To outline establish and describe Council's commitment to work health, safety and wellbeing in support of our first core principle: 'home safe and well today, and everyday' & Safety Policy.~~

**Scope** → ~~This policy applies to All workers, including employees, Councillors, contractors, labour hire employees, apprentices or trainees, work experience students, volunteers, suppliers and visitors.~~

**PROVISIONS**

~~The Cairns Regional Council is committed to ensuring the health, safety and wellbeing of our workers by providing a safe and healthy working environment conditions for the prevention of work-related injuries and ill health.~~

~~Council understands and acknowledges that the health, safety and wellbeing of our workers is our number one priority and our workers are valued and empowered to contribute to a safety culture where they can speak up and intervene if they observe unsafe acts, situations, plant or equipment within our workplaces.~~

~~To achieve our goal of 'home safe and well today, and everyday' Council will:~~

- → ~~Comply with all relevant health and safety legislation and other requirements.~~
- → ~~Apply a thorough risk management process designed to eliminate or significantly minimise identified hazards and implement controls to reduce the risk of injury or illness.~~
- → ~~Demonstrate safety leadership through individual accountability and responsibility for hazard identification and active participation and engagement in safety conversations to build and sustain a robust safety culture.~~
- → ~~Provide relevant and appropriate health and safety training and development to all workers.~~
- → ~~Annually set performance targets and objectives to measure, assess, review and continuously improve our safety management systems and performance to make the workplace as safe as possible.~~
- → ~~Consult and communicate with workers, health and safety representatives and other relevant stakeholders to ensure their views and input relating to health and safety are considered.~~
- → ~~Disseminate health and safety information to all workers and visitors to the workplace.~~

~~Safety is the responsibility of every person and requires the cooperation and participation of everyone in developing and maintaining the highest standard to ensure that health and safety~~



~~forms an integral part of our daily operations for employees, councillors, contractors, volunteers, suppliers and visitors to the workplace. This will be achieved by adopting and promoting the provisions of the "Work Health and Safety Act 2011".~~

~~The Chief Executive Officer and the Executive Team of Cairns Regional Council accepts responsibility for the effective implementation of this policy and will provide systems, training, supervision and visible support to achieve the agreed objectives and targets contained in Councils safety management system to ensure a healthy and safe continuously improve the work environment.~~

~~Managers are to ensure all employees and frontline supervisors use a practical risk management approach to safety through the development and use of Safe Work Method Statements, Safe Work Procedures, task analysis, hazard identification, incident reporting, risk assessment and control.~~

~~Line management shall be held responsible for their safety and the safety of their workers. They must accept that all injuries are preventable and continually aspire toward this goal.~~

~~All employees have the responsibility to perform their duties in a manner, which ensures their own health and safety and that of others.~~

~~To achieve this Cairns Regional Council will:~~

~~• Give due diligence to issues of health and safety in all stages of planning, design and construction to incorporate measurable systems to eliminate or control hazards.~~

~~• Commit reasonable and sufficient resources for the effective implementation of safety management systems in all areas of our operation and undertakings.~~

~~• Ensure all personnel are competent and suitably skilled to undertake the duties for which they are employed in a productive and safe, effective and efficient manner.~~

~~• Continue to develop a continuous program of education and training to enhance skills and increase safety awareness.~~

~~• Promptly investigate, correct and report all accidents, incidents and hazardous conditions.~~

~~• Collectively support and participate in the promotion of pro-active safety management systems and strive for continual improvement through internal and external audits and evaluation programs.~~

~~• Ensure all management levels and the workforce, understand and accept their health and safety responsibilities and are held accountable for those matters within their control.~~

~~• Provide an effective system of injury management and rehabilitation in which all personnel shall participate.~~

~~Consult with and communicate to Councils workforce on safety requirements work, health and safety.~~

~~• Disseminate health and safety information to all workers, contractors, labour hire and visitors to the workplace.~~

~~• Only engage competent sub-contractors who can demonstrate safety management systems, which complement our own high standards.~~

*"People are our most important asset and their safety is our greatest responsibility."*

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This policy is to remain in force until otherwise determined by Council.

General Manager Responsible for Review: → Human Resources & Organisational Change

John Andrejic  
Christine Posgate  
Acting Chief Executive Officer

ORIGINALLY ADOPTED: 24/10/2002  
CURRENT ADOPTION: ~~02/06/2014~~ 01/09/2018 27/01/2021  
DUE FOR REVISION: ~~02/06/2018~~ 01/09/2022 26/01/2025  
REVOKED/SUPERSEDED: